

SAMPLE

_____ COUNTY INTERAGENCY PRESCHOOL COORDINATING COUNCIL

WAIVER OF HEAD START ELIGIBILITY

PARENT NAME: _____ SCHOOL DISTRICT: _____

ADDRESS: _____ PHONE #: _____

CHILD NAME: _____ BIRTHDATE: _____

The Michigan School Readiness Program will consider this child for enrollment because:

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The Head Start Program in _____, which serves this child's area of residence, does not have space for this child.

OR

☐

There is space in the Head Start program for this child, but:
Although my family is eligible for the Head Start Program, I request that my child be enrolled in MSRP. The reason is: _____

Parent/Guardian Signature

Date

AND

I have discussed the child and family services offered by Head Start (including education, disabilities services, health, dental, mental health, nutrition, social services and parent involvement) with this family.

MSRP Representative

Date

I have reviewed the above information, and/or parents' statement with this family. Head Start waives any priority enrollment for placement of this family in the _____ Head Start Program.

Head Start Director/Designee Signature

Date

Complete this form on any child who is income eligible for Head Start but requesting placement in MSRP.

SAMPLE

WAIVER OF HEAD START ELIGIBILITY

The purpose of this statement is to document that although this family is eligible for the Head Start program, parents/guardians have chosen to enroll their child in the Michigan School Readiness Program.

I understand that I am eligible for Head Start and that the Head Start program, with higher level funding, can provide more services to my child and/or family.

Parent or Guardian

Date

I have discussed with this family that they are eligible for the Head Start program. However, they have elected to enroll their child in the Michigan School Readiness Program.

Michigan School Readiness Program Representative

Date

I have reviewed the above and release the child to be enrolled in the Michigan School Readiness Program.

Head Start Representative

Date

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MSRP – HEAD START PRE-ENROLLMENT PROCESS

The following process will help insure that federal and state funds serve the greatest number of children in both Head Start and the Michigan School Readiness Programs. The process also fulfills the MSRP funding requirement that federal funds are not supplanted by state funds. When a parent/guardian applies to a MSRP for their child to attend preschool, the MSRP should:

1. Determine family income. If income eligible for the Head Start program, a “Waiver of Head Start Eligibility” form must be completed.
2. Determine the legal residence (school district) of the parent.
3. Call the appropriate Head Start program. Do they have an opening for this child?

YES, Head Start has a space for this child. Make a referral to Head Start.

NO, Head Start is filled. Proceed with enrollment in MSRP. Complete the top section of the Head Start Waiver (attached).

4. If Head Start has an opening for this child, but the parent wishes to place child in MSRP, discuss the services Head Start has to offer the family. If parents who are income eligible are choosing not to enroll their children in Head Start openings, there should be discussion between programs to discover the source of the problem.